

RETURN TO CAMPUS FREQUENTLY ASKED QUESTIONS

WHAT IS THE STATUS OF THE COLLEGE'S RETURN TO CAMPUS PLAN?

- *The main campus and education centers opened and continue to be available for community use.*
- *At the main campus and education centers, effective May 31,*
 - *the College is no longer requiring proof of vaccination from employees or students for onsite learning or work. However, the District strongly recommends full COVID-19 vaccination for students and employees.*
 - *employees and students with a COVID-19 vaccination exemption, are no longer required to test weekly for COVID-19.*
 - *COVID-19 testing stations at the main campus and education centers will no longer be available after May 31.*
 - *facial coverings are strongly recommended while indoors but are no longer required.*
 - *unless otherwise specified by your supervisor, all employees are required to work onsite Monday – Thursday, 8:00 a.m. to 5:00 p.m. Friday will remain a virtual day from 8:00 a.m. to 5:00 p.m.*
- *Although we may hold different opinions, our expectation is that every one of our students, staff, and visitors will be treated with respect, civility, and understanding.*
- *Per healthcare setting regulations, our Student Health Services department will continue to require facial coverings indoors.*
- *The District will continue to ensure access to vaccines for students and employees by hosting vaccination events at the main campus in San Marcos.*
- *The District has partnered with the Cleared4 platform to provide a required daily health screening questionnaire that is integrated with PeopleSoft for both students and employees. All students and employees have received a personal link from Cleared4 to access the health screening questionnaire and are required to complete the questionnaire prior to coming to the main campus or education centers.*
- *Prior to coming to the main campus or education centers, community members and visitors are required to complete the health screening questionnaire. More information can be found [here](#).*
- *Our facilities department has completed all identified repairs and improvements of HVAC systems in all campus and education center buildings.*
- *Students and employees who are feeling ill shall stay home, contact their instructors or supervisor respectively, and complete a [COVID-19 questionnaire](#).*
- *You can find the Palomar College COVID-19 Recovery Plan [here](#). The District is in the process of updating the Recovery Plan to reflect the most recent guidelines and requirements.*

VACCINATION

1. Are COVID-19 vaccinations required of everyone?

Effective May 31, 2022, the District no longer requires proof of vaccination from employees and students for onsite work and learning.

May 26, 2022

2. **Do students need to provide proof of vaccination to register for summer and fall classes?**
Effective May 31, 2022, the District no longer requires proof of vaccination from students. Open registration for summer and fall begins on May 16 and proof of vaccination is not required to register for these terms. Students should contact vpstudentservices@palomar.edu if they have any questions or concerns.
3. **Am I allowed to ask a student or employee if they have been vaccinated?**
No, you are not allowed to ask a student or employee if they have been vaccinated, as this is medically confidential information.

RETURN TO CAMPUS PLANNING & CONSIDERATIONS

1. **If an employee does not return to onsite work beginning May 31, what are the implications?**
If an employee has any concerns, they should immediately speak to their supervisor. Employees can complete the [Employee Accommodation Form](#) and submit it to benefits@palomar.edu with questions regarding reasonable accommodation(s) through the ADA process.
2. **What do I do if I test positive for COVID-19?**
Complete a [COVID-19 questionnaire](#) and a member of the COVID-19 Response Action Team will contact you to review the following [guidance](#) from the California Department of Public Health.

Situation	Guidance
<p><i>Persons Who Test Positive for COVID-19</i> <i>Everyone, regardless of vaccination status, previous infection, or lack of symptoms</i></p>	<ul style="list-style-type: none"> • <i>Stay home for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).</i> • <i>Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen (antigen test preferred) collected on Day 5 or later tests negative.</i> • <i>If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.</i> • <i>If fever is present, isolation should be continued until 24 hours after fever resolves.</i> • <i>If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10.</i> • <i>Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information).</i>

3. What do I do if I am exposed to someone who is positive for COVID-19?

Complete a [COVID-19 questionnaire](#) and a member of the COVID-19 Response Action Team will contact you to review the following [guidance](#) from the California Department of Public Health (CDPH).

<p><i>Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)</i> <i>Everyone, regardless of vaccination status</i></p> <p><i>Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</i></p>	<ul style="list-style-type: none">• <i>Test within 3-5 days after last exposure.</i>• <i>Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</i>• <i>Strongly encouraged to get vaccinated or boosted.</i>• <i>If symptoms develop, test, and stay home (see earlier section on symptomatic persons), AND</i>• <i>If the test result is positive, follow the isolation recommendations above.</i>
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4. If a family member is ill, should that employee stay home and work remotely?

Please review the charts in Question 2 and 3 above. The CDPH does not require quarantine when someone is exposed to someone with an illness. Students and employees who are experiencing symptoms of illness should complete a COVID-19 questionnaire found [here](#).

5. If a person gets sick from COVID-19 from being at work, will a person have to use their own sick time?

Employees who are ill with COVID-19 should contact benefits@palomar.edu for information regarding available leave.

6. I am teaching a face-to-face class. What happens if a student gets COVID-19 and exposes others in our class?

If a student or employee has COVID-19, they should report their case via the COVID-19 questionnaire found [here](#). The COVID-19 Response Action Team (CRAT) will engage with the individual and determine if they may have exposed colleagues or classmates. If an exposure has occurred, all employees and students who are impacted will receive a notification with recommendations to prevent further exposure and to seek medical advice, if necessary.

7. Is it OK for me to meet with a student in my office without a facial covering?

Yes. However, the District continues to highly recommend the use of facial coverings while indoors.

- 8. Do public venues like the Cashiers Office, Food Pantry, Library, etc., require facial coverings?**
These are enclosed indoor public areas of the campus, and facial coverings are highly recommended.
- 9. What are district requirements for areas such as the Student Union and outside areas?**
Facial coverings are not required outdoors, however while not required, the District strongly recommends the use of facial coverings while indoors.
- 10. What about facial coverings in public spaces as well as private offices?**
While not required, the District strongly recommends the use of facial coverings while indoors.
- 11. Will masks be made available by the College?**
Disposable facial coverings are available by contacting facilities via FacilitiesRemedy@palomar.edu or by phone at (760) 744-1150 x2629. You may also request a N-95 mask, by emailing FacilitiesRemedy@palomar.edu.
- 12. Will there be enforcement of social distancing, for example, a maximum number of students/employees/guests who can enter specific rooms on campus, including restrooms, elevators, lobbies, and offices?**
Social distancing is no longer required or recommended by the CDPH or County Public Health Department. However, employees working in high traffic areas may recommend signage placement to maintain a courtesy distance for enhanced public health and safety.
- 13. Are pumping pods available for nursing mothers? Or will they have other options?**
Access to the Nursing Pod on the 4th floor of the LRC is provided. Individuals are required to check in at the main circulation desk, where an escort will be provided to the 4th floor, which is otherwise closed.
- 15. Would it be possible to offer a crisis management or de-escalation training for staff through PD? That can benefit staff working with college students and staff working off site with middle school or high school students. We will be working with students who have not had structure for over a year and we might encounter situations that may need additional training and support.**
The following webinars can be accessed through the [P3D Portal](#) (login required)
- *How to Resolve Conflicts*
 - *Leadership in Crisis*
- Additional resources can be found on the [National Alliance on Mental Illness \(NAMI\)](#) website.*

16. Due to the pandemic, there has been an increase in individuals experiencing trauma and anxiety. Have you considered some form of trauma informed training for staff? This would be beneficial as to how we serve our coworkers as well as our students.

The following webinars can be accessed through the [P3D Portal](#) (login required).

- *Managing Anxiety in the Workplace*
- *Student Mental Health*
- *Trauma-Informed Care Practices to Best Support College Students*

The district conducted an employee emotional support survey (results) in the fall and provided training that focused on wellness, managing change, and life after COVID. For those experiencing trauma or signs of trauma, we recommend you contact someone who is specifically trained to respond to trauma.

Employees may contact their health provider or the Employee Assistance Program (EAP) program.

- *Anthem EAP: Phone (800) 999-7222; [AnthemEAP.com/sisc](https://www.anthem.com/eap/sisc), Company Code = sisc*
- *VOYA EAP: Phone: (877)533-2363; [guidanceresources.com](https://www.guidanceresources.com), WebID = My5848i*

Additional resources can be found on the [National Alliance on Mental Illness \(NAMI\)](#) website.

17. If we are relying on a self-monitoring app, how can you be confident that individuals are answering the questions honestly?

Employees who are feeling ill/experiencing symptoms should stay home and not come to work. Employees should contact their supervisor if they are ill. The District adheres to all guidance on quarantine, isolation, and testing from the California Department of Public Health (see Question 2 and 3 above) and San Diego County Public Health Department. Finally, all supervisors should contact Human Resource Services if they have any questions on how to handle ill employees.

18. Are employees able to ask students if they have a campus pass from the Cleared4 platform?

You are more than welcome to remind students and employees to use the daily health screening questionnaire. The Cleared4 status of students is included in class rosters housed in PeopleSoft. Faculty are encouraged to use this information to inform students of the requirements to use Cleared4. Similarly, supervisors are able to view the status of their employees by reviewing the Cleared4 report in the Management Team folder on Microsoft Teams. Additionally, the COVID monitors will be auditing the use of the health screening questionnaire and will address concerns accordingly. Signage has been placed at entrances and on entry doors to buildings to inform individuals of the requirement to use the survey.

19. Is there a likelihood that the College's Return to Onsite Work plans may change?

It is possible for our plans to change since the College is required to adhere to health and safety guidance as provided by the California Department of Public Health and County of San Diego Department of Public Health Services.

20. If we no longer require a district laptop, what is the process for returning it?

Please view the [Steps for Technology Equipment Return](#) on the Information Services website. You will need your original Equipment Removal form and need to make an appointment to return the items. You can make an appointment [here](#).

22. How do we go about getting cameras on our computers in our offices?

Start by talking with your supervisor about the request. Include a list of cameras/headsets/equipment that need to be installed as a part of Return to Campus Safety Plans, followed by the creation of an IS work order.

23. Will the library and food services be open in the summer and fall?

The library will be open for limited hours at the main campus and Education Centers during the summer. The hours of operation for the fall 2022 semester will be released prior to the start of the semester.

24. Will the College continue to use AdobeSign, even though staff are coming back to campus and could shift back to paper approvals?

The District aims to minimize paper processes to improve business efficiency, and to minimize waste. AdobeSign and all other digital/electronic processes will be retained as part of our standard business practices. Additionally, the District has other digital platforms such as MicroSoft Forms, Gideon Taylor Forms, and various tools that should make us more efficient as we move forward.

WORKSPACE SAFETY AND BUILDING PREPARATIONS

1. When are the HVAC engineers going to assess the buildings? When should we expect the improvements to be installed?

HVAC Engineers have conducted a comprehensive assessment of all buildings on the main campus and education centers. The facilities team has implemented all the recommendations. You can find a [Progress Report here](#).

2. Is the dome being considered for HVAC?

Yes, the modifications include the use of fans.

3. Are air purifiers available for us in the offices of older buildings that have no windows?

This is a possibility in extreme cases where the HVAC system cannot be modified nor utilized to address air changes and filtration.

4. What about the use of outside air being filtered in?

HVAC Engineers have already addressed this topic. In varying degrees, all campus HVAC systems introduce outside air into the systems as air is circulated. The facilities team has made adjustments to the required settings to the maximum wherever possible.

- 5. Will ventilation control and temperature control for offices be tested before employees are asked to be in the buildings?**

Yes, all testing is complete.

- 6. What steps will be taken to examine the air circulation and options for the trailers housing DSPS, health center, etc.?**

HVAC Engineers have included these areas in their analysis. The systems on these modular buildings introduce outside air into the systems as air is circulated. The facilities team has made adjustments to the required settings to the maximum wherever possible.

- 7. Please clarify whether cleaning is planned for only at the end of the day or after each student uses an area.**

The goal for Custodial, with available staff, will be to provide at least 1 comprehensive cleaning for each classroom with on-site classes, and at least 1 disinfecting service for each day. Shared workspaces should be wiped clean after each use. Sanitizing wipes can be ordered through a facilities remedy request by sending an email to FacilitiesRemedy@palomar.edu.

TELECOMMUTING

- 1. How do I get reimbursed for expenses associated with telecommuting?**

Telecommuting expenses are no longer being reimbursed by the District.

- 2. What is the process for faculty to apply for reimbursement due to circumstances around COVID-19?**

The District is no longer reimbursing employees for telecommuting supply expenses.

- 3. Will the District potentially look at contracts to add potential remote work?**

The District intends to implement a permanent telecommute policy for positions that can still serve the educational mission of the institution in a remote capacity. Remote work will be the exception, not the rule. Work on the policy is ongoing and will go through the appropriate negotiation process with our union partners to discuss impacts.

- 4. Can I work remotely if I am sick or do not pass Cleared4?**

There is a distinction between being sick and not passing Cleared4. Sick employees should stay home and use a sick day to get better and maintain their health. Employees who feel well, but cannot pass Cleared4 (e.g. an employee is exposed to someone with COVID-19) should speak to their supervisor about remote work opportunities and should complete the COVID-19 questionnaire, located [here](#).

COVID-19 SCREENING INFORMATION

- 1. What type of COVID-19 screening will be ongoing?**

Prior to coming to campus, students and employees are required to use the daily health pre-screening questionnaire provided in their personal Cleared4 link.

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2. How will the Palomar College Daily Health Screening work? What about fully vaccinated students & employees?

All students and employees, regardless of vaccination status, are required to complete a daily health screening questionnaire by utilizing their personal Cleared4 link. Depending on the answers to these questions, the individual will receive a pass to be onsite.

Employees and students should keep their daily results with them. Information on the Cleared4 platform is [here](#).

3. What about devices for temperature screening as a failsafe beyond proof of vaccination as the semester proceeds?

Prior to coming to campus, employees are required to complete a daily health screening questionnaire by utilizing their personal Cleared4 link. Information on the Cleared4 platform is [here](#).

COMMUNITY USE OF FACILITIES

1. Do we have any updates about facility usage by outside (non-Palomar) groups?

The main campus and education centers were re-opened on February 22 for use by external organizations. Facility rental information can be found [here](#).

2. How will the requirement of visitors to use the daily health screening be enforced?

We will inform all community members who plan to use campus facilities of the requirement to use the health screening. More information on gaining access is available [here](#). Signage will be posted on entry doors to emphasize the requirement of using the health pre-screening questionnaire. If employees are aware of visitors who do not have a campus pass, as per their response to the health screening questionnaire, the associated visit should be rescheduled.